

Child Support Enforcement Director

Fayette County Attorney's Office

Job Summary

The Child Support Enforcement Director oversees all aspects of the Child Support Enforcement Program. The position reports to the First Assistant County Attorney and works under the general direction of the Fayette County Attorney.

Duties and Responsibilities

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Child Support Enforcement office.
- Directs and participates in the development and administration of the department's annual budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments as necessary.
- Selects, trains, and motivates assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; and works with department management and staff to build and maintain a high performing team.
- Coordinates CSE functions and serves as liaison to other government entities.
- Identifies, analyzes, and implements state and federal laws, regulations, and guidelines for the establishment, enforcement, and collection of child support.
- Directs the preparation and submission of mandated financial, statistical, and operational reports.
- Prepares and submits accounting reports to obtain operational and incentive funds.
- Develops, implements, and monitors case development and processing policies.
- Consults and assists attorneys with the development of CSE legal policies and use of legal remedies.
- Implements newly passed laws which impact CSE functions, policies, and operations.
- Establishes, maintains, and updates the Policies and Procedures Manual.
- Consults and works with staff in resolving work and case management problems.
- Develops and implements CSE public awareness programs.
- Conducts, coordinates, and works on special projects assigned by the Fayette County Attorney.
- Performs related duties as assigned.

Education and Experience

Bachelor's Degree with three to five years of experience working in a supervisory role with specialized knowledge in Child Support preferred. A combination of education and leadership experience in state/federal government may substitute for preferred specialized experience.

Knowledge, Skills, and Abilities

- Excellent knowledge of supervisory principles and practices.
- Thorough knowledge of child support programs, practices, and procedures (preferred).

- Thorough knowledge of the principles, methods, and practices of public social assistance.
 - Comprehensive ability to complete forms, documents, and adhere to procedures in determining eligibility.
 - Ability to analyze facts and to exercise sound judgment.
 - Ability to delegate authority and to plan, train and supervise technical work.
 - Ability to prepare clear and concise reports.
 - Ability to communicate ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with clients, coworkers, staff, and the general public.

Competencies

Visionary Leadership: Creates a clear, compelling vision for the office; Communicates vision to staff and gains commitment; Displays passion and optimism; Mobilizes staff to fulfill the vision.

Managing Constituent Service: Promotes constituent focus; Establishes constituent service standards; Provides training in customer service; monitors public satisfaction; Develops new approaches to meet the public's needs.

Team Leadership: Fosters Team cooperation; Defines team roles and responsibilities; Supports group problem solving; Encourages progress toward set goals; Acknowledges team accomplishments.

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Monitors transition and evaluates results.

The Fayette Attorney is an Equal Opportunity Employer

Benefits:

- Insurance (dental, health, vision, life)
- Paid time off • Retirement plan
- Paid Parking

Please submit resume and cover letter to:

Fayette County Attorney's Office
201 E. Main Street, 6th Floor
Lexington, KY 40507

John.Hayne@fayettecountyattorney.com

Applications for this position will be accepted on an ongoing basis.